

ADMINISTRATIVE - INTERNAL USE ONLY

76-9997

INTELLIGENCE COMMUNITY STAFF

7 September 1976

Staff Announcement

APPOINTMENT TO KEY POSITION
DELINEATION OF RESPONSIBILITIES

1. Effective 30 August 1976, Mr. Richard J. Kerr is appointed Executive Officer, ICS, vice [redacted] reassigned. With this assignment there is hereby directed a delineation of principal duties between the Executive Officer and the Chief, Support Staff.

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2. Mr. Kerr's principal duties as Executive Officer will include:

a. Direct policy support to the D/DCI/IC on management and substantive matters, insuring proper coordination and integration of Staff activities.

b. Review of incoming papers to the IC Staff; making action assignments within the Staff and establishing deadlines for responses.

c. A follow-up and reporting system to insure Staff responsiveness to assigned actions and to insure that responses are complete and properly coordinated.

d. Service as an Approving Officer for the Staff.

e. Supervision of the Chief, ICS Registry, insuring that the Registry is staffed and responsive to the needs of the ICS.

3. [redacted] principal duties as Chief, Support Staff, will include:

a. Direct policy support to the D/DCI/IC on management and administrative matters. This will include the planning, preparation, coordination, and implementation of policy and programs in such areas as: personnel, budgetary and financial management, logistical requirements, security, training, and other administrative matters.

EXECUTIVE REGISTRY FOR

IC Staff

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b. Service as the focal point for all administrative questions or problems which impinge upon the operation of the IC Staff.

c. Service as principal liaison contact for administrative matters with counterparts in the various agencies which compose the Intelligence Community.

d. Service as an Approving Officer for the Staff.

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Deputy to the DCI for the
Intelligence Community

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Ch, ICS Reg		9Sep76